



# LEA & Institution Onsite Monitoring Document

## Title I, Part A; Neglected Institutions

The Indiana Department of Education's (IDOE) Review Team will complete this document as a record of the Onsite Review of Title I, Part A Neglected Institution(s). It details the findings of the Review Team regarding the key focus areas identified in this protocol. If any areas are found to be in partial compliance or out of compliance, a finding will be listed on the report generated by the team from the IDOE. This report will be completed within 30 business days of the visit to the Local Educational Agency (LEA).

LEA Name: xxxx Corporation Number: xxxx                     

Date of Visit: xxxx Superintendent: xxxx

IDOE Team Member(s): Meg Richert Program Administrators: xxxx, Title I, Part A

Institution 1: xxxx Principal: xxxx



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| Compliance Standard Indicator                    |  | Acceptable Evidence/Documentation   | Rating | IDOE Comments and Rating Scale:<br>M= Meets Requirements R= Recommendation<br>FI= Finding N/A= Not Applicable |
|--|--|---|--------|---|
| <b>Monitoring Topic 1: Data and Reporting</b>    |  |   |        |   |
| 1  | Show evidence that officials have provided accurate and reliable data concerning the number of eligible neglected children being served.   | <b>Acceptable Evidence:</b><br><input type="checkbox"/> Annual Child Survey Count Reports<br><input type="checkbox"/> Intake Records<br><input type="checkbox"/> Attendance Report<br><input type="checkbox"/> Student Roster<br><input type="checkbox"/> Facility Capacity Report  |        | <b>Evidence Provided:</b>   |
| 2  | Has the LEA participated in the Neglected and Delinquent Annual Count (October count) by the required due date?  | <input type="checkbox"/> List of reports and submission dates   |        | <b>Evidence Provided:</b>   |
| <b>Monitoring Topic 2: Collaboration Efforts</b> |  |   |        |   |
| 1  | Show evidence that the LEA and institution officials have consulted in a timely and meaningful manner during the design and development of the Title I program: <ul style="list-style-type: none"> <li>● how the needs of children will be identified</li> <li>● what services will be offered</li> <li>● how and where the services will be provided</li> <li>● how student progress will be assessed</li> <li>● how the program will be evaluated</li> </ul> | <b>Acceptable Evidence:</b><br><input type="checkbox"/> Signed Consultation Agreement<br><input type="checkbox"/> Email Communications<br><input type="checkbox"/> Telephone Logs<br><input type="checkbox"/> Meeting Minutes<br><input type="checkbox"/> Agenda (s)<br><input type="checkbox"/> Sign-in Sheets   |        | <b>Evidence Provided:</b>   |
| 2  | Show evidence that the LEA coordinates with facilities working with neglected youth to ensure that such youth are participating in an educational program comparable to one operating in the local school youth otherwise would attend.  | <b>Acceptable Evidence:</b><br><input type="checkbox"/> # of Core Hours Provided ____<br><input type="checkbox"/> # of Supplemental Hours Provided ____<br><input type="checkbox"/> Class Schedule<br><input type="checkbox"/> Teacher Schedule<br><input type="checkbox"/> Correspondence with home school<br><input type="checkbox"/> Meeting Minutes |        | <b>Evidence Provided:</b>   |



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|  |  | <input type="checkbox"/> Agenda (s)<br><input type="checkbox"/> Sign-in Sheets   |               |  |
| <b>Compliance Standard Indicator</b>   |  | <b>Acceptable Evidence/Documentation</b>   | <b>Rating</b> | <b>IDOE Comments and Rating Scale:</b><br>M= Meets Requirements R= Recommendation<br>FI= Finding N/A= Not Applicable |
| <b>Monitoring Topic 3: Program Requirements for Local Educational Agency</b> |  |  |               |  |
| 1  | Show evidence of a comprehensive needs assessment conducted in constructing the plan.  | <input type="checkbox"/> Review of assessment tools<br><input type="checkbox"/> Facility policies<br><input type="checkbox"/> Agendas of assessment meetings/minutes<br><input type="checkbox"/> Evaluation plan, results, data  |               | <b>Evidence Provided:</b>  |
| 2  | Show evidence of assessments used to determine academic needs of children and youth served.  | <input type="checkbox"/> Pre-test instruments<br><input type="checkbox"/> Post-test instruments<br><input type="checkbox"/> Progress notes/reports<br><input type="checkbox"/> Individual Student Plans/Student Folders  |               | <b>Evidence Provided:</b>  |
| 3  | Show evidence that you have selected appropriately licensed professional staff per state requirements and are:<br>a. provided professional development opportunities sufficient to assist Title I children in meeting state academic standards | <b>Acceptable Evidence:</b><br><input type="checkbox"/> Review of certifications of Title I staff<br><input type="checkbox"/> Teacher Schedule<br><input type="checkbox"/> Class Schedule<br><input type="checkbox"/> Lesson Plans<br><b>a.</b><br><input type="checkbox"/> PD Needs Assessment Documentation<br><input type="checkbox"/> PD Schedules |               | <b>Evidence Provided:</b>  |
| 4  | Show evidence that all paraprofessionals are highly qualified.   | <b>Acceptable Evidence:</b><br><input type="checkbox"/> Review of certifications/test scores<br><input type="checkbox"/> Transcripts<br><input type="checkbox"/> Class Schedules/Classroom Assignments<br><input type="checkbox"/> Lesson Plans<br><input type="checkbox"/> Interview (s)  |               | <b>Evidence Provided:</b>  |
| 5  | Show evidence that paraprofessionals:  | <b>Acceptable Evidence:</b><br><b>a.</b><br><input type="checkbox"/> PD Needs Assessment Documentation   |               | <b>Evidence Provided:</b>  |



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|   | <p>a. are provided professional development opportunities sufficient to assist Title I children in meeting state academic standards</p> <p>b. provide instruction to Title I students under direct supervision and within close proximity to an appropriately licensed teacher who is present and able to provide direct observation, supervision, and monitoring of the instruction per state requirements</p>   | <input type="checkbox"/> PD Schedules<br><input type="checkbox"/> Agenda (s)<br><input type="checkbox"/> Sign-in Sheets<br><input type="checkbox"/> Meeting Minutes<br><input type="checkbox"/> Interview (s)<br><b>b.</b><br><input type="checkbox"/> Class Schedules/Classroom Assignments<br><input type="checkbox"/> Lesson Plans<br><input type="checkbox"/> Interview (s) |               |  |
| <b>Compliance Standard Indicator</b>                                      |   | <b>Acceptable Evidence/Documentation</b>  | <b>Rating</b> | <b>IDOE Comments and Rating Scale:</b><br>M= Meets Requirements R= Recommendation<br>FI= Finding N/A= Not Applicable |
| 6   | Show evidence of steps taken to find alternative placements for youth interested in continuing their education but unable to participate in a regular public school program.  | <input type="checkbox"/> Catalog of course offerings<br><input type="checkbox"/> Class schedules<br><input type="checkbox"/> Evidence of the provision for needed service<br><input type="checkbox"/> Meeting Minutes<br><input type="checkbox"/> Student folders   |               | <b>Evidence Provided:</b>  |
| <b>Monitoring Topic 4: Educational Achievement and Dropout Prevention</b> |   |   |               |  |
| 1   | Show evidence of coordination with social and health services to meet the needs of students at risk of dropping out of school and other participating students, including prenatal health care and nutrition services related to the health of the parent and child: <ul style="list-style-type: none"> <li>● parenting and child development classes</li> <li>● child care</li> <li>● targeted re-entry and outreach programs</li> <li>● referrals to community resources</li> <li>● scheduling flexibility</li> </ul> | <b>Acceptable Evidence:</b><br><input type="checkbox"/> Needs Assessment Documentation<br><input type="checkbox"/> Evidence students received services<br><input type="checkbox"/> Interview (s)<br><input type="checkbox"/> Copies of Contract Agreements<br><input type="checkbox"/> Counseling Log   |               | <b>Evidence Provided:</b>  |
| 2   | Show evidence of how the LEA involves parents in efforts to improve the educational achievement of their students and assist in dropout prevention activities.  | <input type="checkbox"/> PD Needs Assessment Documentation<br><input type="checkbox"/> List of parental involvement activities<br><input type="checkbox"/> Agenda (s)<br><input type="checkbox"/> Sign-in Sheets<br><input type="checkbox"/> Meeting Minutes<br><input type="checkbox"/> Sample of mailings (Invitations/Letters)   |               | <b>Evidence Provided:</b>  |



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|  |  | <input type="checkbox"/> Open House Flyers/Resource Flyers<br><input type="checkbox"/> Telephone Call Logs  |        |   |
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| Compliance Standard Indicator                |  | Acceptable Evidence/Documentation   | Rating | IDOE Comments and Rating Scale:<br>M= Meets Requirements R= Recommendation<br>FI= Finding N/A= Not Applicable |
| 3  | Show evidence of transitional services for students: <ul style="list-style-type: none"> <li>● transfer of credit</li> <li>● process for transferring records</li> <li>● job placement program</li> <li>● counseling services</li> </ul>  | <input type="checkbox"/> Transition policy/plan<br><input type="checkbox"/> Transition records<br><input type="checkbox"/> Progress notes/reports<br><input type="checkbox"/> Email communications<br><input type="checkbox"/> Intake/Discharge procedures<br><input type="checkbox"/> Counseling log   |        | <b>Evidence Provided:</b>   |
| Monitoring Topic 5: Equipment Accountability |  |   |        |   |
| 1  | Provide evidence that the inventory list contains all components required from Uniform Grants Guidance.<br><br>This is for items that are over the capitalization threshold that are considered Property. (\$5,000 per item unless the LEA has a lower threshold)<br><br><b>Note:</b> See Attachment A (below) for required components | <b>Acceptable Evidence:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> LEA Equipment and Technology Inventory</li> </ul> <b>Required Components:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the item; and</li> <li><input type="checkbox"/> Serial number or other identification number; and</li> <li><input type="checkbox"/> Source (where item purchased); and</li> <li><input type="checkbox"/> Who holds the title (Title I, II, III, IV, or RLIS); and</li> <li><input type="checkbox"/> Acquisition date (date item purchased); and</li> <li><input type="checkbox"/> Cost; and</li> <li><input type="checkbox"/> Percentage of Federal participation of the property; and</li> <li><input type="checkbox"/> Location (including building and room number); and</li> <li><input type="checkbox"/> Use and condition (daily use, new/good/fair condition, etc.); and</li> </ul> |        | <b>Evidence Provided:</b>   |



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|  |  | <input type="checkbox"/> Disposition data: including the date of disposal and sales price or the method used to determine current fair market value (for any items that were disposed of and paid for with respective federal fund) |  |  |
|--|--|---|--|--|

## Attachment A

### Federal Equipment and Technology Inventory

**Directions:** In reviewing the inventory list, please ensure that each of the ten components listed below are included.

The inventory will include a list of all equipment and technology purchased with Title I, Title II, Title III, Title IV, and RLIS funds. A comprehensive Federal inventory for all Title schools should be kept at central office. All equipment and technology must be marked or stamped or labeled with the name of the Federal program with which the items were purchased. **Note:** This is for items that are over the capitalization threshold that are considered Property.

| All Property Records (inventories) must include:                       | Compliance: |
|--|-------------|
| 1. A description of the property                                       |             |
| 2. A serial number or other identification number                      |             |
| 3. The source of the property (where the property was purchased)       |             |
| 4. Who holds title - (Title I, Title II, Title III, Title IV, RLIS)    |             |
| 5. The acquisition date  |             |
| 6. The cost of the property  |             |
| 7. The percentage of Federal participation in the cost of the property |             |



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| 8. Where the property is located - (school/room number)   |  |
| 9. The use and condition of the property – (new, good, fair, etc.)                              |  |
| 10. The ultimate disposition data including the date of disposal and sale price of the property |  |